

WASTEWATER FACILITIES SUPERVISOR

DEFINITION:

Under general direction, to supervise Wastewater Plant Operators performing technical duties related to the operation and maintenance of wastewater treatment plants, wastewater pumping stations, and potable water distribution systems; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Wastewater Facilities Supervisor is the first line supervisor class in the Wastewater Plant Operator class series. Positions in this class are allocated only to the Department of Public Works and require certification as a Grade IV, Wastewater Treatment Plant Operator by the State of California Water Resources Control Board. This class differs from the next higher class, Sanitation Regional Supervisor, in that the latter is a second level supervisor responsible for the work of several crews involved in the operation, inspection, and maintenance of sewerage systems in various county sanitation districts, sewer districts and community services districts and is not a certified Wastewater Treatment Plant Operator.

EXAMPLES OF DUTIES:

Assigns, reviews, and evaluates subordinate staff; inspects, coordinates and participates in the daily operation and maintenance of wastewater pump station tasks and in the operation and maintenance of all segments of wastewater treatment plant processes including primary, secondary, effluent disposal by percolation beds or spray irrigation, handling of solids by use of digester, drying beds, and landfill disposal; opens and closes valves manually or by remote control; operates and directs others on the mechanical regulation of equipment controlling the flow and treatment of sewage or sludge; starts and stops electric motors, centrifugal and positive displacement pumps, bar screens, grit collectors, air compressors, conveyors and related equipment; ensures that working orders are carried out in the plant or assigned unit of the plant according to the readings of meters, gauges and other control and measuring devices; maintains a shift log of unit operations and records readings of meters and gauges; schedules, assigns and inspects water distribution system operation and maintenance duties on well pumps, mains, valves, and hydrants; schedules and oversees routine maintenance duties to machinery and equipment such as packing glands to stop leaks, lubricating equipment, changing belts, cleaning aeration and sedimentation tanks, and installing meters and taps; hoses down skimmers, cat walks and stairs; reports need for mechanical repairs; requests and monitors the receipt and storage of supplies such as chlorine, sulfur dioxide, polymer, defoamant and other chemicals; reviews laboratory work and ensures quality control measures are followed in laboratory tests and the recording and reporting of data; reviews, signs and prepares logs and reports; and performs related water system distribution coordination and oversight duties as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- The equipment and machinery necessary for wastewater treatment such as pumps, valves, electric motors, motor control centers, screening devices, flow meters, trickling filters, activated sludge process, aerobic digesters, sludge drying beds, percolation beds, and spray irrigation systems.
- Work safety methods in the operation and maintenance of wastewater treatment plants and equipment and water distribution systems.

- Automatic sampling devices employed in the collection of samples for analysis.
- The hazards inherent in wastewater treatment, water distribution and disposal plant operation.
- The fundamentals of laboratory analysis interpretation and calculations.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise and train lower level operators in the operation maintenance tasks of primary and secondary wastewater treatment plants, wastewater collection pump stations, and small water distribution systems.
- Operate a wastewater treatment plant with minimal direction.
- Maintain accurate operational data records.
- Communicate effectively, both orally and in writing.
- Perform mathematically calculations involved in wastewater treatment and disposal plant operation.
- Perform process control laboratory analysis, sample collection and calculations to show results.
- Perform computer spreadsheet reports and prepare written reports such as log entries, preliminary spill reports, and related forms and reports.

EDUCATION/EXPERIENCE:

Education, training and/or experience that clearly demonstrates possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: five (5) years of the above experience which included one (1) year of experience as a Wastewater Plant Operator III.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment.

Certification:

Possession of a valid Grade IV Wastewater Treatment Plant Operator's Certificate issued by the California Water Resources Control Board.

Possession of a Water Distribution Operators (WDO) certificate issued by the State of California Department of Health Services pursuant to subsection 63770(b) of the California Health and Safety Code within one (1) year of date of hire.

Working Conditions:

Exposure to fumes, chemicals, bacteria, high pitch noise, and unpleasant odors.